

SHAWNEE STATE UNIVERSITY  
RESIDENT HANDBOOK



## WELCOME TO HOUSING & RESIDENCE LIFE

Dear Student:

Welcome to Shawnee State University and your campus home! We are excited to have you as a member of our residential and campus community. Living on campus is one of the foundational experiences of your college career. Learning to live with others and to compromise along the way are skills that will stay with you long after your time spent at SSU.

We have a fantastic staff to help make your transition to the academic and extracurricular environments an easy one. If you need help finding academic buildings, accessing campus resources, getting involved in student organizations, and/or finding someone to sit with in the Bears Den, contact your Resident Assistant (RA). RAs are some of our most respected student leaders who work closely with residents to help make their on-campus living experience meaningful. Through educational and social programming and informative bulletin boards, your RA is here to celebrate your accomplishments and assist you in times of challenge. Your RA will make a special effort to reach out to you and we hope that you will do the same in return!

In addition to the RA staff, there are two Residence Coordinators, Counselors in Residence and On Call Coordinators that also live on-campus. These individuals are full-time administrators who serve as the 24-hour on-call responders to residence hall incidents. Along with the Assistant Director of Housing & Residence Life, these individuals are specifically trained in working with college students. Get to know these dedicated individuals as they strive to make your on-campus living experience a memorable one!

Once you have become comfortable in your classes, challenge yourself to become actively involved in a student organization. With nearly 65 clubs and organizations to choose from, we strongly believe that we have something to offer every student! Shawnee State University is an institution offering meaningful opportunities for students both inside and outside the classroom. We look forward to working with you and watching you make the most out of your college experience. Welcome to SSU!

Sincerely,

Office of Housing & Residence Life Staff

**CONTENTS**

WELCOME LETTER..... 2

MISSION ..... 4

HOUSING & RESIDENCE LIFE VALUES..... 5

HOUSING & RESIDENCE LIFE STAFF ..... 6

HOUSING & RESIDENCE LIFE SERVICES..... 6

    Frequently Called Phone Numbers..... 8

COMMUNITY STANDARDS ..... 9

HOUSING CHARGES & FINES ..... 15

STUDENT CONDUCT CODE ..... 15

COMMUNITY STANDARDS BOARD.....16

## MISSION

### SHAWNE STATE UNIVERSITY

We prepare today's student to succeed in tomorrow's world.

### OFFICE OF HOUSING & RESIDENCE LIFE

We seek to provide inclusive residential communities and an opportunity for residential students to develop holistically through programmatic endeavors that incorporate our values in the residence halls.

## HOUSING & RESIDENCE LIFE VALUES

**Community:** We value fostering a sense of belonging to an environment that offers opportunities to share perspectives, acknowledges interdependence, and provide mutual support and understanding to all.

**Equity:** We value environments that support access, challenge biases, cultivate empathy, and foster respect and fairness for all.

**Wellbeing:** We value environments and resources that contribute towards social, physical, emotional, spiritual, mental, and intellectual development.

**Service:** We value creating excellent experiences through the use of departmental resources, individualized guidance, innovative ideas, and purposeful engagement.

**Learning:** We value environments that support educational opportunities for academic, personal, and professional development.

**Integrity:** We value individual and interpersonal conduct guided by honesty, consistency, transparency, and ethical principles.

## HOUSING & RESIDENCE LIFE STAFF

Linda Koenig, EdD, LPCC-s, Interim Dean of Students

Sthefany Thomas, Assistant Director of Housing and Residence Life

Michael Shoemaker, Residence Coordinator

Demetrius Brown, Residence Coordinator

Lindal Yarbrough, On Call Coordinator

Jonna Cook, Student Life Associate

## HOUSING & RESIDENCE LIFE SERVICES

The following list details some of the services accessible in the residence halls through the Office of Housing & Residence Life. If you have any questions or need more information, please talk to your RA.

### **Cable & Internet**

If you are experiencing issues with the internet or cable in your apartment, please contact Spectrum Customer Service (855) 895-5302, or submit an email to [ITServices@shawnee.edu](mailto:ITServices@shawnee.edu). Personal routers are not permitted in housing unless they are purchasing their own internet through Time Warner or an authorized internet provider. (If you are experiencing issues with your cable TV service in your apartment, please notify your RA so they can submit a maintenance request.)

### **Keys**

Upon moving into the residence halls, students are given a hard key to access their front and bedroom doors of their apartments. Students living in Campus View, Bridgeview Court, or Tanner will be given a swipe card to access the front door of their apartment. If you lose your hard or swipe key, please come to the Office of Housing & Residence Life in the University Center immediately. The cost of replacing a swipe key is \$12 and \$90 minimum for a hard key.

### **Laundry Facilities**

Laundry facilities are only for the use of residential students. If you live in University Townhouses, there is a washer and dryer in each unit. Students living in Campus View, Cedar, or Tanner can use the laundry facility directly behind Campus View 600 or attached to Campus View 200. Students living in Bridgeview Courts can use the laundry facility attached to the buildings. The machines are coin operated and the cost is \$1.25 to wash or dry (\$1.50 to wash or dry in Townhouse units). If you are experiencing issues with the machines, please submit a maintenance request. Immediately on your MySSU.

### **Mail**

Mail is delivered to the University Center. Each student living on-campus is assigned a mailbox and combination. Mailboxes are located on the wall behind the Information Desk on the first floor of the University Center. When packages that are too large to fit in the box are delivered, students will receive notification in their mailbox to pick up their package at the Information Desk. Students will need to bring their student ID in order to receive their package. Your mailing address while living on-campus is:

*Your First and Last Name*  
Shawnee State University  
University Housing  
940 Second Street  
Portsmouth, OH 45662

## Maintenance

If there is anything broken or not working properly in your apartment, please submit a maintenance request immediately, using the link on MySSU to insure the issue is taken care of in a timely manner. In an emergency situation such as a water leak, overflow, smoke, front doors issues, please contact your RA immediately.

## “MyRA” Line

The “MyRA” line is a number that students can call when they need the assistance of an RA (i.e. locked out of apartment, noise complaint, etc.). The number is **740-351-6972**. If a student feels that he/she is in extreme danger, contact the Department of Public Safety at (740) 351-3232. Please do not abuse the “MyRA” line. It is meant for you to use when you need assistance or have a concern.

## Frequently Called Phone Numbers

**\*All numbers listed below are (740) 351-XXXX**

Provost.....	3260
Accessibility Services .....	3276
Athletic Department.....	3285
Bears Den Menu Hotline.....	3150
Bookstore.....	3155
Box Office.....	3600
Career Development.....	3027
Center for International Programs.....	3136
Counseling and Health Services.....	3608
Department of Public Safety (Emergency).....	3232
Department of Public Safety (Non-Emergency).....	3243
Diversity & Inclusion.....	3553
Events and Conference Services (room reservations).....	3276
Women’s & Gender Equity Center.....	3735
University Housing & Residence Life.....	3222
Library.....	3323
Math Lab.....	3827
MyRA Hotline.....	6972
Natatorium (Pool).....	3269
Student Business Center (Bursar, Financial Aid, Registrar).....	4357
Student Life .....	3392
Student Success Center.....	3594
ITS Help Desk.....	3538
University Center Information Desk.....	3217
Writing Center.....	3488

## **COMMUNITY STANDARDS**

As students living on-campus, you are responsible for knowing and abiding by the policies enforced by Housing & Residence Life and the University Student Conduct Code. The Student Conduct Code can be found on the Dean of Students web page. If you are found to be in violation of any of these policies, you may face judicial sanctions.

### **Eligibility**

Registered sex offenders and convicted felons are not permitted in a University Housing facility. Students having been convicted or having pled guilty of a felony offense defined as an offense of violence under section 2901.01 (A) (9) of the Ohio revised Code or which involve the use, sale or distribution of a controlled substance in violation of the Ohio Revised Code or other applicable law shall not be permitted to reside in a University Housing facility.

A student may be withdrawn from the University on an interim basis by the Dean of Students (or Designee) if they are found to have committed an act or acts which:

- a. Pose a threat of physical harm to self and others
- b. Directly and substantially impedes the lawful activities of others
- c. Cause significant property damage or directly and substantially interfere with the University's normal operations.

This action will be undertaken if a student appears to lack the capacity to appropriately respond to pending Student Conduct proceedings or to the expressed concerns of University officials regarding their behavior. For additional information on this process please see the Student Conduct Code on the SSU website.

### **Violations Warranting Immediate Eviction**

The following violations are considered significant violations of community standards and would normally result in a students' permanent removal from the residence halls, regardless of previous disciplinary history. These examples are not intended to be a complete list; residents may be subject to eviction in other serious circumstances.

- Possession/consumption of drugs.
- Possession of a large amount of alcohol.
- Physical assault (including sexual assault).
- Possession of firearms.
- Intentionally setting a fire, falsely pulling a fire alarm or causing a fire alarm to occur.

## **Smoking**

Smoking of any material and the use of any tobacco-related product are prohibited in all University owned, leased, and managed buildings and on all University owned, leased and managed grounds, and in all vehicles located on University property. This includes all classrooms, offices, restrooms, auditoriums, lounges, dining areas, recreational and athletic facilities, rooftops, walkways, sidewalks, bridges, residence halls, parking lots and street parking owned by the University. Smoking also is prohibited inside personal vehicles parked on University property and in any vehicles owned, operated, or leased by the University. This includes electronic cigarettes, vaporizers and hookahs. Smoking also is prohibited within 50 feet of any entrance or other outside access to a building so as to ensure that tobacco smoke does not enter the area through entrances, windows, ventilation systems or any other means.

## **Candles and Lamps**

As a fire safety precaution, possession or burning of incense, candles, sterno, kerosene or oil lamps, similar flammable materials, and the use of matches is prohibited in every student room, even during the loss of electrical power. Candles are prohibited even as decorative items. Students may not overload sockets or use improper extension cords to create additional outlets. Students should use surge protectors on all electrical devices. The following are not allowed in the residence halls: portable heating devices (space heaters), petroleum fuel, motorized vehicles, gasoline-fueled machinery and explosive devices or materials. Cooking is prohibited except in kitchens. **Plug-in tart warmers/wax burners (i.e. Scentsy) are prohibited.** Most halogen bulbs are also not permitted in the residence halls. Any UL-approved halogen lamp manufactured after 1996 is permitted.

## **Visitation**

Visitation is an agreement that must be made amongst roommates/suitemates. Guests of any gender have 24-hour visitation at all times. However, no visitor may stay more than three nights per week and must be escorted at all times. At no time should a visitor have access to a student(s) keys.

## **Guest Policy**

Guests are permitted in the halls only at the request of a student and the agreement of roommates/suitemates. Residents are responsible for the conduct of their guests at all times and will be held responsible for any violations of university policy committed by their guests. If a guest is found to be in violation of a University policy, they may be asked to leave the residence hall immediately or banned from being in any SSU residence hall. Cohabitation is strictly prohibited.

## **Quiet Hours**

Because of the close proximity of the residence halls, excessive noise must be kept to a minimum. Quiet hours are:



**Sunday – Thursday:** 10 p.m. to 8 a.m.  
**Friday and Saturday:** 1 a.m. to 11 a.m.

During final exam week, 24-hour quiet hours are in effect. Courtesy quiet hours should be maintained at all times. Residents should be considerate by observing these hours and responding appropriately to requests to lower volume levels. Repeated noise violations may result in judicial sanctions.

### **Alcohol**

SSU permits the possession and consumption of alcoholic beverages in the residence halls in accordance with the laws of the State of Ohio, ordinances of the City of Portsmouth, regulations of the Ohio Department of Liquor Control, and University policies.

Responsible behavior is expected at all times and intoxication is never an excuse for inappropriate behavior. No student shall sell or provide alcoholic beverages to a minor.

University guidelines for alcohol in the residence halls are as follows:

1. Students may consume or possess alcohol only if they are of legal drinking age (21) and only in your room or the room of another resident who is of legal drinking age. Drinking in the common area of any residence hall apartment or outside the residence hall is strictly prohibited unless all occupants of the specific unit are of legal drinking age and no persons under the legal drinking age are present at any time.
2. Students are held responsible for any underage drinking that occurs in their room, even if they are of legal drinking age.
3. Kegs (empty or filled in any portion), trash cans, or any other large containers holding quantities of alcohol are strictly prohibited in the residence halls or surrounding exterior grounds.
4. Decorative alcohol container collections (i.e., beer cans, liquor bottles, etc.) are not permitted in the residence halls.
5. Students who display intoxicated behavior or students who require staff assistance due to their consumption of alcohol shall be subject to judicial action, regardless of age.

### **Illegal Drugs/Drug Paraphernalia**

Possession or use of illegal drugs or drug paraphernalia is strictly prohibited in the residence halls without proper medical documentation or supervision. Any student found in possession of drugs or drug paraphernalia may face judicial action or possible suspension/expulsion from the University.

### **Weapons**

The use or possession of dangerous weapons or materials within the residence halls is strictly prohibited. This includes firearms, other weapons and ammunition. Dangerous weapons or materials include, but are not limited to: handguns, automatic and semiautomatic firearms, compressed air guns (e.g. CO2 air guns / paintball guns), pellet guns, bb guns, or a weapon of any

description, including but not limited to ballistic or explosive devices, incendiary devices, fireworks, ammunition, or knives used to either cause or infer harm to self or others. Students found to be in possession of any weapon may face judicial action or possible suspension/expulsion from the University. Nerf guns with foam darts are permitted.

### **Gambling Policy**

The practice of illegal gambling among residents has a disruptive effect upon the residence hall environment, and residents are expected to observe state laws governing games of skill or chance. Any game of skill or chance where money changes hands is not permitted in the residence halls. All fundraisers must be approved by University Housing & Residence Life staff. In the event a resident is found to be violating state gambling laws in the residence halls, criminal charges may be filed against the resident by the appropriate law enforcement agency, as well as disciplinary action taken under the Student Conduct Code. In addition, residents who violate other conduct regulations (theft or assault, for example) as a result of engaging in games of skill or chance will be subject to disciplinary action on the basis of their offenses.

### **Windows, Doors & Walls**

Throwing any object out of a residence hall window is not permitted. The removal and/or damage of window screens in the residence halls is strictly prohibited. Residents are not permitted to place fans in the windows. **No command strips, foam tape, duct tape, or other types of strong adhesives are not permitted when hanging items to the walls.** Only masking or painters' tape is permitted. Thumb tacks or small finishing nails are suggested but may also cause damage charges for residents.

### **Grills & Space Heaters**

Public grills are located outside of most residence halls. No grills or space heaters are permitted inside residence halls.

### **Pets**

Residents are permitted to have fish, but other types of pets and animals are prohibited in the residence halls, including the pets of any visitors. Fish aquariums must be 5 gallons in capacity or less. Service animals are exempt from this policy. Students with service or emotional support (ESA) animals should contact Accessibility Services for accommodations at (740) 351-3106. Service Animals and ESA should not be brought into the residence halls until the approval process is complete.

### **Hover boards**

Hover board type devices are prohibited in all residence halls due to safety and fire risk. The use, possession, or storage of Hoverboards, Swagways, IO Hawks, Skywalkers, and similar devices, are prohibited in all campus residence halls until safety standards for them can be developed and implemented.

### **Miscellaneous Maintenance**

Drano should never be used on a clogged sink or shower. Residents should contact RA to submit

a maintenance request. No cleaning products should be used in the tank of the commode. Thermostats should never be set higher than 75 on heat and no lower than 68 on cool.

## **SAFETY AND SECURITY**

### **Fire Safety/Fire Equipment**

Each residence hall apartment is equipped with smoke detectors, carbon monoxide detectors, a sprinkler system, and a fire extinguisher. If your smoke detector goes off, evacuate the residence hall immediately and follow the instructions of your RA. Fire drills are conducted at least twice per semester. Students who are found to have tampered with any of the fire safety equipment in the residence halls and using it for anything other than its intended use may face a monetary fine, judicial action, or suspension from the University. Any fire equipment should only be used for its designated purpose. Tapestries or other items may not be suspended from the ceiling as they could interfere with proper operation of fire protection devices.

### **Valuables**

Shawnee State University is not liable for loss of or damage to personal property of students who live in the residence halls. Please take necessary precautions to ensure that your valuables are not at risk of being lost or damaged. Students can register their valuables with the Department of Public Safety. Please call (740) 351-3266 for additional information. Students should consider renter's insurance or contact their home insurance agent about acquiring separate student coverage.

### **Lockout Policy**

If you are locked out of your apartment, please call the "MyRA" line. Each student is given three "free" lockouts each school year. After the third lockout and up to the fifth lockout, students are charged \$12 per lockout. After the fifth lockout, students are charged the cost of replacing the key. We encourage students to carry their room keys with them at all times.

### **Confiscation Policy**

If a student is found to be in possession of an item that is not permitted in the residence halls (i.e., candles, weapons, drugs/drug paraphernalia, etc.), these items can be confiscated and the student will face judicial action. Students are entitled to the return of these items at the end of the year or when they leave campus. However, illegal drugs and drug paraphernalia are not returned since a violation of state law has occurred. Weapons are turned over to the Shawnee State University Department of Public Safety. Any item not claimed within one calendar year of confiscations becomes SSU property and is discarded.

### **Room Entry and Search**

A room entry is defined as an entrance to a student's room to fulfill maintenance requests, housekeeping needs, safety or security inspections, and other duties by University officials. A student's room will not be entered without a University official knocking and announcing themselves. Entry following the knock will be preceded with enough time to allow a student to open the door. A room search is defined as a formal search when there is reasonable suspicion that a state or federal law or University policy may have been, or is being, violated. Each student

who occupies a residence hall apartment is responsible for items, materials, or substances defined by the Student Conduct Code and state/federal law as being illegal. A room search will only be conducted by University Housing & Residence Life staff. The University reserves the right to enter the residence hall space for the purpose of inspection and maintenance, and, if determined necessary, search for the purpose of enforcing reasonable rules and regulations insuring the safety, welfare, and comfort of all students and the University. University staff may enter and search student rooms without permission and/or consent of student resident(s) if reasonable suspicion exists of violation of University policy, concerns about safety of the students(s) and/or guest(s), and/or situations that may cause harm to others.

### **Health and Safety Inspection**

Health and safety inspections are conducted each semester by your RA to check for safety concerns, damages, and cleanliness. You will receive notice before the inspections take place. Residents do not need to be present while health and safety checks are being conducted.

### **Pest Control**

If you are having any pest problems, report the issue to your RA immediately. Do your part by keeping your trash cans emptied and apartment clean.

### **Check-Out Policy**

If you are moving out of your room for any reason you are required to properly check out with your RA. Please contact your RA to complete necessary paperwork and turn in your room key. If you fail to checkout properly you will be assessed an improper checkout fee. If you fail to return your apartment key you will be issued a charge (\$12 for swipe key, \$90 for hard key). Please remember to contact the U.S. Postal Service to have mail forwarded to a non- University address before you move out.

### **Damages**

Each residence hall room is checked at the beginning of the year for any damages. These damages are documented before students arrive on the Room Condition Report (RCR) form. When the student moves in to their room, it is their responsibility to go over the RCR and make sure the completed form is correct. If any changes need to be made to the RCR, it is the responsibility of the student to notify their RA. When a student checks out of the apartment at the end of the semester or academic year, the RA will complete the "check-out" portion of the RCR with the student.

Financial responsibility associated with residence hall rooms and contents are assigned to the designated resident upon move out. University-owned property may not be removed from the assigned room. Costs associated with room damage or extra custodial services will be charged to the residents of the room. Residents of a hall are liable for damage to furnishings and fixtures in common spaces (i.e. bathrooms, kitchens, living rooms). Community billing may occur. Common damages include not cleaning the apartment, holes in the walls, adhesives left on the walls, and carpet stains. Failure to pay assessed fees for damages may result in a hold placed on your registration for classes, graduation, or academic records.

### **Solicitation**

Students living in the residence halls may not act as agents for business when this entails solicitation or receiving business offers, services, or goods in the facility. A student's room or apartment may not be used for business purposes of any nature. This includes door to door sales, distribution of flyers, etc. and the distribution of goods or services for which a student or outside solicitor receives compensation.

### **Housing Accommodations for Persons with Disabilities**

Students requesting disability related housing accommodations should contact the Coordinator of Accessibility Services at (740) 351-3276.

### **Reassignment, Consolidation and Termination**

The University reserves the right to make housing assignments, occupancy changes, and to require assignment changes when considered advisable or necessary by the University, at any time. Assignment to a specific hall, type of room, room capacity, or specific roommate is not guaranteed. In the event that your assigned roommate does not claim his/her space, you may be assigned a new roommate. Those assigned to a double may be given the option to purchase as a single; those assigned to a triple room may be given the option to purchase as a double. The University reserves the right to adjust room charges to reflect actual occupancy. Students in partially occupied rooms may be consolidated with another student into your or another room, in your assigned building or a different building.

<b>Housing Charges &amp; Fines</b>	
<b>Item</b>	<b>Price</b>
Damages	variable, depending on type of damage
Failure to dispose of trash	\$25.00 - \$100.00
Housing during University breaks	Pro-Rated Daily Rate
Key replacement - hard key	\$90.00
Key replacement - swipe card	\$12.00
Lock core replacement	\$90.00
Lockout charge	\$12.00
Pets in living units	\$35.00/day plus costs
Improper Checkout	\$25.00
Smoking in residence hall –	\$250.00

first violation	
Smoking in residence hall – second and subsequent violations	\$500.00
Violation of noise policy	\$25.00
Violation of visitation policy	\$25.00
ESA damages/uncleanliness	\$50.00+
Cable box	\$100.00+

**STUDENT CONDUCT CODE**

**As a student at Shawnee State University, it is your responsibility for being familiar with the Student Conduct Code. The following information will highlight sanctions imposed on students for breaking University policies. For more information pertaining to the student judicial process, please refer to the Student Conduct Code on the SSU website.**

<https://www.shawnee.edu/campus-life/dean-students/student-conduct-code>